19 July 1967

MEMORANDUM FOR: Chief, Support Services Staff, DDS

SUBJECT : Semi-annual ADP Management Report
to the Bureau of the Budget

REFERENCE : Your memo, dtd 26 Jun 67; subj., Sub-
mission of Semi-annual ADP Management
Report to the Bureau of the Budget

1. This is the semi-annual report of the Office of Training
on the subject of ADP management for the period of November
1966 through June 1967. The report covers the three essential
elements specified in the referent memorandum.

A. Accomplishments in the Use of Computers

1. What the Office of Training has accomplished with
regard to the use of computers during this period is concerned
directly with the reprogramming of data for the existing Training
System for application to the Agency's IBM 360 hardware. The
work done during this period in the form of analyses and testing and
the clerical task of converting old data and preparing new information
for input is about to produce results which both OTR and OCS set
as goals. The Training System has been realigned in such a way
that numerical and analytical reports on training may now be pro-
duced with more refined accuracy; data in documents produced
from the System will be more easily retrieved, will be more precise,
and consequently will offer broader use and better service to the
Agency-public; and the data can effectively become a part of the
Support Services Information System.

2. By agreement between OTR and OCS, in view of
the analyses and testing involved in reprogramming the Training
System, the Agency Training Record was produced in only two formats
-- the minimum number with which its users could work.

3. Information on individual participation in Agency
training, both internal and external, was prepared for initial computer-
recording in the amount of approximately 6,000 entries. This total
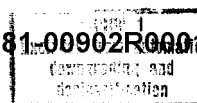
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is exclusive of changes and deletions prepared by OTR in support
of the conversion activity.

4. The great bulk of training supported by the Agency
is in the System which serves as a comprehensive base from which
Agency managers can now make a reasonable range of judgments.

B. Accomplishments in the Management of ADP

1. The Office of Training has completed the basic
requirements associated with reprogramming the Training System
from an RCA 501 application to an IBM 360 system. One of the keys
to completion was the production of a Dictionary of Course Titles
and a Dictionary of Course Facilities. Input as of 30 June 1967 has
been standardized according to the titles identified in the Dictionaries.

2. Agency Form 1961 D, dated April 1967, "Agency
Training Record, Dictionary Change Notice," was adopted to systema-
tize the re-input of data on training.

3. The Agency Training Record of July 1967, which is
to be produced in six separate formats, will show only that training
taken within the most recent seven years; i.e., since July 1960.
Data on training taken from 1947 through June 1960 will be produced
in documents for the OTR Registrar's use only. (We are not certain
at this time as to how suitable the "cut-off" system will be. It may
be that the Agency users will find a seven-year period of information
inadequate support to their managerial and administrative roles; it
may be, too, that added burdens will be imposed on the Registrar's
office to provide pre-1960 data to users of the ATR. OTR is prepared
to monitor the effects and to adjust retrieval to the most acceptable
needs of users.)

4. In the field of instruction in ADP, the Office of
Training conducted an ADP Orientation for the first time in December
1966. The Orientation, in which the Agency's Information Processing
Coordinators and others directly associated with ADP activity
participated, was given five additional times through June with an
over-all attendance of 262.

In the Spring Semester of the Off-Campus Program
conducted at CIA under the auspices of The American University,
there were four courses in ADP ranging from an introduction to ADP

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to three graduate courses; 51 employees completed the semester's
work.

An ADP Systems Process Course was given in June
by two representatives of [   ] of New York.   25X1
(Forty-nine employees attended.) This was a three-day program
set up as an internal, Agency course, though conducted by an outside
organization.

For non-Agency courses, OTR approved the attendance
of a total of 428 employees at one or more of 164 courses in ADP.

C. Plans for the Future

1. OTR expects to expand the information in the Training
System to include training conducted by the Office of Communications.
(It is understood this continues to be the intent of OC; actual implemen-
tation is OC's current concern.) OTR also plans to enter data on
training completed by Agency military Reservists, where the training
is in substantive fields akin to the Agency's professional needs.

Consideration is being given to input of two additional
items of information: cost data on external training and individual
performance ratings in courses.

In contrast, OTR intends to exclude from input and
retrieval the two programs, Clerical Induction and Clerical Orientation,
required to qualify clerical EODs for assignment in the Agency.
Attendance at certain lectures and briefings will also be excluded from
the System.

2. OTR plans to pursue its requirement for computer-
produced statistical and analytical reports on training. During the
period of this report requirements for data from Agency officials
doubled, creating an equally doubled amount of manually compiled
and produced reports. OTR looks to OCS for increased support in
this activity.

3. A second presentation by [   ] of the   25X1
25X1   [   ] has been arranged for July 1967.
There is already sufficient interest to negotiate for a third presentation.
Meanwhile it is expected that other courses given externally will be
considered for adaptation to the Agency's ADP needs; contracts will
be negotiated as required to conduct such courses in the Agency. This

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effort will represent large savings and will provide more professionally directed training for larger numbers of Agency employees. Finally, there is the prospect of establishing, through the CIA Off-Campus Program, a family of courses leading to certification of Agency employees as specialists in the ADP fields.

4. OTR will work with the Information Systems Group, SSS, to program registration for and enrollment in the Agency's internal training programs and those programs given at non-Agency facilities.

5. Except for the work of an OTR careerist detailed to the Information Systems Group, SSS, OTR's computer-effort is assigned to the Registrar Staff. Several individuals on the Staff contribute to this effort. Specifically, two clerical employees are assigned to records-keeping. Another individual, whose normal function is to supervise the processing of admissions to OTR's courses and the monitoring of attendance in Agency-sponsored training, has been working almost exclusively with OCS on reprogramming the Training System. Beyond this modest capability OTR does not have clerical and semi-professional personnel with the technical knowledge to support an expanded computer effort. It will be necessary, therefore, to obtain additional positions and personnel to build the required technical depth for computer work within OTR.

6. The Coordinator, Instructional Systems Study Group, has recently submitted his final report, OTR Instructional Systems Survey. Section V of the report concerns a proposal for Computer Assisted Instruction which specifies a sequence of actions to begin in fiscal year 1968 and to continue through fiscal year 1970. If the proposal is approved it will be necessary to develop. in cooperation with computer specialists, a cadre of Agency personnel capable of programming courses for application to computers.

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Acting Registrar
Office of Training